



2011-2012 Student Services Fee Advisory Committee Meeting  
 For 2012-2013 Budget  
 Date: 10/28/11  
 Time: 03:00 – 04:00pm  
 Location: HUB 268

Name	Association	Voting <sup>1</sup> Privilege	Attendance
<b>Brown, Steven</b> [Alternate]	ASUCR	-	P
<b>Chieng, Rachel</b>	ASUCR	X	P
<b>Curiel, Rudy</b>	Staff	X	A
<b>Falstein, David</b> [Alternate]	ASUCR	-	P
<b>Flores, Stephanie</b>	Ex-Officio-RP&B	-	P
<b>Kim, Danny</b>	Ex-Officio-VCSA	-	A
<b>Lau, Tiffany</b>	ASUCR	X	P
<b>Lee, Stephen</b>	ASUCR	X	P
<b>Michels, Georg</b>	Faculty	X	P
<b>Muller, Jozef</b>	Faculty	X	A
<b>Park, Nick</b>	ASUCR	X	P
<b>Sedita, Jolene</b>	Staff	X	P
<b>Trujillo, Justin</b>	ASUCR	X	P
<b>Wright, Jennifer</b>	GSA	X	P
<b>Yum, Albert</b>	ASUCR	X	A
<b>Huang, Elizabeth</b>	Secretary	-	P
<b>Lillie, Sue</b>	Staff Support	-	P
<b>Guests</b>			
<b>Hernandez, Susana</b>	RP&B	-	P

P-present    A-absent    L-late    Exc.-excused

<sup>1</sup> X indicates voting privilege

## Meeting Minutes

**1) Welcome 3:09PM**

**2) Approve Agenda**

<b>MOTION:</b>	Nick Park/Stephen Lee
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- a) Moved to approve the agenda for 10/28/11 meeting
  - i) Vote: unanimous – motion carries

**3) Approve Minutes from October 21**

<b>MOTION:</b>	Justin Trujillo/Rachel Chieng
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- a) Moved to approve the minutes from 10/21/11 meeting
  - i) Vote: unanimous – motion carries

**4) Training & Presentation by RP&B Stephanie Flores**

- a) Passed out Training Materials
- b) Overview of UC Student Services & UCR Student Services Fees
  - i) UC Student Services fee: \$972/year
  - ii) UCR Student Services fee: \$18/year
  - iii) Fees are mandatory to all students in order to fund programs that students need/want but isn't necessarily covered by University Program Instructional Research/Public Service
  - iv) Fees apply during Summer Quarter as well but are based on the length of enrolled session
- c) Purpose of this committee: make annual recommendation to Chancellor on how to allocate funding/reduce budgets of departments that receive student services fee funds
- d) Budget process summary
  - i) Fall quarter
    - (a) Develop planning calendar
    - (b) Conduct this training conference
    - (c) Send out budget call letter (requests departments to send in budget packets, when these packets are due and what they should contain)
    - (d) Forecast Report: annual student services fee report to Office of the President that lists where the money is budgeted in different departments and forecasts of future plans
      - (i) Due to the Office of the President by December 1<sup>st</sup>.
  - ii) Winter Quarter
    - (a) Budget submissions by departments are due early in the quarter
      - (i) Georg asks what kind of departments are being discussed
      - (ii) Stephanie clarifies that they are SSFAC funded departments such as The Well, not academic departments
    - (b) AVC Matt Hull will come and talk about the UC System Budget – also go over details of tables that relate directly to UC Riverside
    - (c) Subcommittees will be formed
    - (d) Start meeting with departments to review requests and learn about their program(s)
    - (e) Budget hearings will be conducted towards the end of the quarter

- (i) Subcommittees will present their recommendations to the whole committee
  - (ii) Program directors may attend meetings as well, in order to answer any questions and be part of the discussion
- iii) Spring Quarter
  - (a) Committee looks at all the requests, the money available to hand out and decides who will receive allocations
  - (b) If departments are not satisfied with the amount that they are allocated, they do have a chance to appeal to the committee
  - (c) After the appeal process has occurred and final recommendations are ready, the Chair will write memo to the Chancellor, which Stephanie will take, along with spreadsheet detailing the requests and recommendations
  - (d) Letter and spreadsheet will be sent to the Chancellor
  - (e) Vice Chancellor Bolar will go over details with the Chancellor or AVC
  - (f) Chancellor and AVC will then give final approval; if there is a disagreement, they will let the committee know why
  - (g) Final allocation letters will be sent to the different organizations
- ii) Submissions will have program plan inside with mission statements, organizational charts, descriptions, vision, long/short terms goals and concerns/challenges.
- iii) There will also be a budget proposal – sample handed out by Stephanie.
  - i) Tables give financial picture of the department
    - (a) First page: permanent fund
      - (i) Most departments have several funds
      - (ii) Each page will have one fund on it and will say what positions are paid through that fund
      - (iii) Each department will have a couple of these pages
    - (b) Second page: budget summary
      - (i) Shows: All their individual pages will be condensed into this one page for us, providing us with the following info:
        1. Where their permanent funds are
        2. Whether there is an income fund; if so, what it is
        3. What they brought in last year
        4. What they're budgeted to bring in this year
        5. What they're estimated to bring in next year
    - (c) Third and fourth page: Copy of the budget request (gives details of what allocations can be made)
      - (i) First column of budget request is the priority column listing the most critical to least critical items to the department
        1. If this column has not been completed by the time you go meet with the department, discuss it with them and get an idea of their priorities
    - (d) Fifth page: List of common terminology used during budget process
      - (i) Fund accounting: each fund stands alone; money in one fund can not go to another
      - (ii) Permanent budget: renews on July 1<sup>st</sup> of every year and will be available to spend for the rest of the year
        1. Examples: staff positions/salaries, programmatic expenses, licensing fee for software

- (iii) Temporary budget: money to spend for one year; if money is left over, it is carried over to temporary budget for the following but they will not receive more than that
  - 1. Examples: student pay, program test runs
- (iv) Permanent allocation:
- (v) Temporary allocation:
- (e) Sixth and Seventh page: university accounting structure info
  - (i) Every department is broken down into activity levels – though some smaller departments are their own activity level
    - 1. Expenses are applied at the activity level
  - (ii) On the forms that will be given with the permanent budget, pieces of the FAU (Fund, Activity, Function) will be at the top and other pieces of the budget category (BCs) are at the bottom.
  - (iii) Budget categories help define major purpose of the fund, i.e. travel, salary, etc
  - (iv) Funds are grouped, i.e. UC student services fee is 20000 and UCR student services fee is 20027
  - (v) Functions are a way to categorize things further, most common we will see are 20 (the revenue) and 68 (the main one )
- (f) Eighth and ninth page: compensation/salary structure
  - (i) Full time employee is one who is appointed 100% of normal full time working hours; i.e. 1 FTE = 100% time for 12 months; .75 FTE = 100% time for 9 months
  - (ii) Formula: Number of months/12 months x percent of time = FTE
  - (iii) Annual Salary: Monthly salary x 12 months x FTE
- (g) Tenth and eleventh page: tips for analyzing budgets
  - (i) Go through and understand the departments, programs and goals/mission.
  - (ii) Look at the requests (what they are and why) and make sure they are in line with goals, objectives and what students are interested in having.
  - (iii) Ask a lot of questions. (List of important questions provided in training manual)
  - (iv) Website has letters of allocation from last three years, so use it as a reference.
  - (v) Think about priorities and how much undergrad and graduate students can benefit from these increases.

**5) Administration Issues**

- a) Still working on website
- b) David Falstein & Steven Brown are alternates
- c) Next Thursday's meeting from 4 - 5:30PM: VC Bolar's presentation on request for SSFAC's help in covering campus reductions

<b>MOTION:</b>	David Falstein/Stephen Lee
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- a) Moved to adjourn 10/28/11 meeting
  - i) Vote: unanimous – motion carries

**6) Adjourn 3:49 PM**